

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: ADMINISTRATIVE ASSISTANT IV -
Time and Disciplinary

SALARY GROUP: A15

DEPARTMENT: Classification and Records

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CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Joni M. White DATE: 10/20/2016

POSITION #: 029240

I. JOB SUMMARY

Performs advanced administrative support and technical program assistance work. Work involves coordinating the dissemination of information; developing filing systems; coordinating administrative support work; and training others. Works under limited supervision with considerable latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Performs advanced technical assistance work in the planning and execution of offender Time and Disciplinary sections; and receives, processes, requests, and compiles documentation from other sections, departments, courts, counties, law enforcement entities, and other agencies regarding offender incoming court documents, time credit, sentencing, statutory requirements and guidelines.
 - B. Coordinates activities and procedures required to perform complex manual and automated offender time-earning calculations; calculates cumulative sentences, status changes, promotions, demotions, and educational upgrades; audits and reviews offender time to ensure accuracy; resolves discrepancies through the Time Dispute Resolution process; and ensures compliance to legislative guidelines and court decisions.
 - C. Coordinates and ensures quality control procedures are conducted on the processing of offender time-calculating records and that corrections are completed appropriately; selects specific records to be analyzed for the quarterly performance review; and compiles documentation for administrative review and action.
 - D. Reviews offender time and disciplinary policies, procedures, and processes and makes recommendations for improvements; develops administrative and technical assistance policies and procedures; identifies areas in need of improvement; develops and reviews training materials; and provides process training.
 - E. Organizes, assigns, and reviews the work of others; and provides technical assistance to staff, supervisors, offenders and their families, attorneys, judges, and other agencies.
- * Performs a variety of marginal duties not listed, to be determined and assigned as needed.

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III. MINIMUM QUALIFICATIONS

A. Education, Experience, and Training

1. Bachelor's degree from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE). Major course work in Business Administration, Public Administration, Criminal Justice, or a related field preferred. Each year of experience as described below in excess of the required two years may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.
2. Two years full-time, wage-earning administrative support, technical program support, or criminal justice experience.
3. Offender classification experience preferred.
4. Computer operations experience preferred.

B. Knowledge and Skills

1. Knowledge of office practices and procedures.
2. Knowledge of business terminology, spelling, punctuation, and grammar.
3. Knowledge of applicable state and federal laws, rules, regulations, and statutes.
4. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
5. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
6. Skill to communicate ideas and instructions clearly and concisely.
7. Skill in the use of computer and related equipment in a stand-alone or local area network environment.
8. Skill to interpret and apply rules, regulations, policies, and procedures.
9. Skill in problem-solving techniques.

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10. Skill to implement new systems and procedures and evaluate their effectiveness.
11. Skill to review technical data and prepare technical reports.
12. Skill to prepare and maintain accurate records, files, and reports.
13. Skill to organize, assign, and review the work of others.
14. Skill to train others.

IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, climb stairs, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry 15-44 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, calculator, copier, fax machine, dolly, telephone, and automobile.